**Facilities Naming Policy Committee**

**Monday, December 2nd AGENDA**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Review norms for collaborative work
* Review and revise draft policy language (Hot and Not Protocol)

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Welcome, introductions, review agenda |
| **4:15-4:20** | Review norms for collaborative work   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others. 9. Silence our cell phones. |
| **4:20-4:50** | Review DRAFT naming policy created using guiding principals that were developed by the committee in November from other districts/organizations ***(Hot and Not protocol)*** |
| **5:20-5:30** | Next Steps   * Next meeting:   + Wednesday, December 11, 2013   + 4-5:30pm   + Room 22, Administration Building * Heather will bring the second draft of policy language * The group will review and suggest revisions * If acceptable:   + Ask district counsel to review   + Recommend and present policies to the Board of Trustees at the January Personnel, Negotiations, and Policy subcommittee meeting with a recommendation to add to the March or April Board of Trustees consent agenda. |